

## ***COURTROOM OPERATIONS SUPERVISOR***

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### **DEFINITION**

Under direction, the Courtroom Operations Supervisor will plan, assign, review and evaluate the work of assigned courtroom operations staff of the Superior Court. May perform other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This supervisory position will be required to provide implementation of organizational policies, procedures and goals for the Courtroom Operations Department. Incumbents may perform a variety of administrative duties and duties associated with being a Deputy Clerk for the Superior Court with the majority of their time spent supervising the work of others.

### **TYPICAL TASKS**

- plans, assigns, schedules, supervises, reviews and evaluates the work of assigned staff
- ensures adequate coverage for all courtroom proceedings;
- trains staff in legal terminology and procedures, courtroom duties, and minute order preparation;
- reviews work in progress and upon completion;
- participates in the selection, development and evaluation of staff;
- conducts counseling on work issues;
- recommends and administers discipline to staff as required;
- develops procedures and work standards;
- participates in the monitoring of work flow and quality of work performed by staff;
- assists in the development and implementation of goals, objectives and procedures for the department;
- monitors changes in laws, policies and procedures that impact work ; recommends procedural improvements and implements upon approval; assists in communicating these changes to staff;
- answers complex and difficult legal or procedural questions related to courtroom operations;
- applies departmental policy to resolve conflicts with customers;
- prepares and maintains statistical and narrative reports related to activity and work of the unit;
- provides input into the development of the budget for Courtroom Operations Department;
- may be required to clerk any session of the Superior Court during periods of staff-shortages, which would include the ability to attend hearings.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- laws, codes, rules of court, ordinances and procedures sufficient to clerking in a Superior Court courtroom;
- proper customer service techniques;

- the format of business correspondence, minute order preparation and procedure manuals to include correct spelling, grammar, punctuation and the usage of the English language;
- courtroom protocol;
- techniques and practices of effective supervision and office management.

### **Ability to:**

- use advanced legal terminology and procedures for preparing, examining and maintaining legal documents and minute orders;
- speak and write clearly and professionally in order to explain court procedures, read proceedings and provide information to attorneys and the public;
- reason analytically and organize facts;
- understand, explain, and apply specific statutes, codes, laws, regulations and procedures;
- perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
- work effectively with judicial officers, co-workers, attorneys, supervisors and the public while under pressure, time constraints and professional and legal standards;
- keyboard at a corrected rate of 45 wpm;
- operate and train others on the operation of personal computers and various software applications, including electronic recording equipment, related to courtroom operation and processing;
- review and prepare training material for new laws, rules of court and forms;
- keep accurate minutes of court proceedings.

### **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Speech and hearing ability sufficient to communicate clearly with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 20 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

### **EXPERIENCE/EDUCATION**

Four years of court experience as a Court Clerk II or Court Clerk III equivalent position including one year of court related experience in a lead or advanced role; or any combination of training and experience that could provide the desired knowledge and abilities.

### **OTHER CONDITIONS OF EMPLOYMENT**

- This classification may require incumbents to remain available to work in a courtroom setting outside of normal business hours, on an as needed basis.
- This position may require a valid driver's license.